



# ରବିନ୍ଦ୍ରନାଥ ଠାକୁର ବିଶ୍ୱବିଦ୍ୟାଳୟ

Rabindranath Tagore University

(A State Govt. University of Assam)

Hojai-782436, Assam, India

Phone – 7002418574

website – [www.rtuassam.ac.in](http://www.rtuassam.ac.in) : : email – [rabindranathtagoreuniversity@gmail.com](mailto:rabindranathtagoreuniversity@gmail.com)



Ref. No.RTU/REG/TENDER/2025/645

Date: 02/02/2026

## SNIT FOR PROVIDING MATERIALS FOR OFFICIAL PURPOSE

Sealed tenders are hereby invited from **reputed, registered, and eligible suppliers/firms** for the **supply of materials for official purpose** to the undersigned office as per the details given below.

SI. No.	Notice No.:	Particulars
1	111/2026	Notice inviting tender for SNIT for <b>materials for official purpose</b> for Rabindranath Tagore University, Hojai, Assam

The details can be found in the RTU website [www.rtuassam.ac.in](http://www.rtuassam.ac.in).

Last date of submission of tender is **12/02/2026** before **5 P.M**

*(Dr. Sandip Ratna)*

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

*Memo No.RTU/REG/TENDER/2025/645(A)*

*Date: 02/02/2026*

Copy to:-

1. The P.S. to VC, for his kind appraisal to Hon'ble VC Sir of RTU.
2. Finance Officer i/c, RTU for information Please.
3. Accountant, RTU for information.
4. RTU website.
5. Office file.

*(Dr. Sandip Ratna)*

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

*Registrar i/c*

Rabindranath Tagore University  
Hojai (Assam)



# ৰবীন্দ্ৰনাথ ঠাকুৰ বিশ্ববিদ্যালয়

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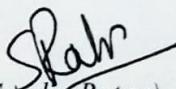
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Ref. No.RTU/REG/TENDER/2025/ 645

Date: 02 / 02 / 2026

1.	Last date of Quotation submission	12/02/2026
2.	Website	<a href="http://www.rtuassam.ac.in">www.rtuassam.ac.in</a>
3.	Place of Bid Submission and Opening	Office of The Registrar, Rabindranath Tagore University, (RTU), Hojai, Assam - 782435.
4.	Quotation Validity	90 Days
5.	Delivery Completion Period	Within 7 Days
6.	Tender Opening	13/02/2026
7.	Application Fee	Rs. 500 (Non-Refundable) in form of DD to Rabindranath Tagore University, Hojai

For further details, visit "[www.rtuassam.ac.in](http://www.rtuassam.ac.in)". All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.

  
(Dr. Sandip Ratna)

Registrar i/c

Rabindranath Tagore University, Hojai (Assam)

Registrar i/c  
Rabindranath Tagore University  
Hojai (Assam)



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## Terms and Conditions Details

<u>Sl No</u>	<u>Specification</u>
1	<b>Due Date:</b> The tender has to be submitted on or before the last date. Quotations received after the last date and time will not be considered.
2	<b>Preparation of Bid:</b> The offer/bid should be submitted in <b>one bid systems (i.e.)</b> financial bid. <ul style="list-style-type: none"><li>• Financial bid should indicate item wise price for the items mentioned in the list.</li></ul>
3	<b>Opening of the tender:</b> The Quotations will be opened by the Tender Opening committee.  In the event of the due date of receipt and opening of the tender being declared as a holiday/lockdown for the University, then the due date of receipt/opening of tender will be notified on the website.
4	<b>Acceptance/ Rejection of bids:</b> The University reserves the right to reject any or all offers without assigning any reason. The University may adopt other criteria for disqualification of a bidder as it may consider appropriate. Such Criteria may include the following:- <ul style="list-style-type: none"><li>• a) Failure of any Bidder (s) to provide all of the information /documents required in the bid proposal or any additional information /documents as sought by the University including supporting documents.</li><li>• b) Non receipt of Bid proposal on or before due date and time</li><li>• c) Misrepresentation in the Bid proposal</li><li>• d) Non-payment of Application Fee, EMD.</li></ul>
5	<b>Pre-qualification criteria:</b> The tenderers are requested to read the tender document carefully and ensure to comply with all the instruction herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise. <ul style="list-style-type: none"><li>• Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents, conditional bid etc. may lead to rejection of the bid.</li><li>• Tenderer should have its base in Assam and trading experience since last 2-3 Years.</li><li>• The bidder should quote for all the items in the tender as a package only. The comparative statement will be made as a package only. Bidder who doesn't quote for all the items as per the given Tender Specifications are subject to be disqualified. Optional tender will not be accepted.</li><li>• The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India.</li></ul>
6	<b>Delivery:</b> Delivery of the goods should be made within a maximum of <b>15 days</b> from the date of receiving the Purchase Order.



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7	<b>Delayed delivery:</b> If the delivery is not made within the due date for any reason, the University will have the right to impose penalty 1% <b>per</b> week and the maximum deduction is <b>10%</b> of the contract value / price.
8	<b>Prices:</b> The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the RTU, as applicable. However, the percentage of taxes & duties shall be clearly indicated. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
9	<b>Governing Language:</b> The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
10	<b>Payment:</b> 100% payment shall be made by the University against delivery, inspection, commissioning and acceptance of the equipment at University in good condition and to the entire satisfaction of the University.
11	<b>University Website:</b> The University may issue notification regarding the tender for time extension, corrigendum, amendments etc. and such notification will be posted on website only. Bidders are requested to keep visiting the website <a href="http://www.rtuassam.ac.in">www.rtuassam.ac.in</a> for any such notification till the tender process is complete.
12	<b>Validity-</b> Quoted rates must be valid for a period of 90 days from the date of closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and if any earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
13	<b>Force Majeure:</b> Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.



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14

Termination: In the event the University is not satisfied with the work done by the Vendor, The University shall give immediate notice in writing to rectify the defects and/or to complete the work. If the University is not satisfied with reply of aforesaid notice, The University can terminate this Agreement and the Vendor shall be liable to pay damages which shall be calculated by the University or professional expert of the University



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## DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 14. This is also certified that I/We/our Supplier firm/Authorised Dealer have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:

On behalf of:

(Company Seal)



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Sl.No	Name of Items	Quantity
1	Phenyl (Black)	150 Btl.
2	Phenyl (White)	100 Btl.
3	Harpic Big Size	230 Bttl.
4	Room Freshener	60 Bttl.
5	Coconut Broom	20 Pcs
6	Broom	20 pcs
7	Gloves	10 pcs
8	Wiper	10pcs
9	Floor Mop	10 pcs
10	Room Dustbin	50 Pcs
11	Dustpan	15 pcs
12	Iron Powder	5kgs
13	Hand Wash	40 bttl
14	J.K/My Coice etc. Copier A4 Xerox (70/75 GSM)	200 pkts
15	F.S paper	2pkts
16	Register No. 04	100 pcs
17	Register No. 06	100 pcs
18	Register No.08	100 pcs
19	Register No.10	50 pcs
20	Register No.12	10pcs
21	Chalk Pencil	2 Cartoons
22	Duster Black Board	150 nos
23	Duster White Board	100 nos
24	Marker pen White Board	400 pcs
25	Marker pen parmanent	30pcs
26	Marker pen ink BLACK	50 Nos
27	Marker pen ink BLUE	50 Nos
28	Marker Pen Black	25 Nos
29	Marker Pen Blue	25 Nos
30	Ball Pen Blue	50Pcs



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Sl.No	Name of Items	Quantity
31	Ball Pen Red	50pcs
32	Sticky Notes	20 Pkts
33	Cutter	20 Nos
34	Scissor Medium Size	20 Nos
35	Service Book	100 Pcs
36	Canon Ink 790	15 Nos
37	Cannon NPG -59 Toner Black Ink	02 Nos
38	Computer Cartidge	01 Nos
39	Epson Ink 003	15 Nos
40	Cover File	100 Pcs
41	Board File	10 Nos
42	Box File Big Size	10 Nos
43	Box File	100Nos
44	Stam Pad Small	20 Nos
45	Stam pad Big	10Nos
46	Stam Pad Ink	5 Bttl.
47	Correction Pen	40 Nos
48	Rubber Band	3 pkts
49	Colin Glass	20 Nos
50	Single Punch	10Nos
51	Doubble Punch	10 Nos
52	Staple Machine 10 no.	30 Nos
53	Staple Machine Big Size	5 Nos
54	Staple Pin 10 No	200 pcs
55	Pencile Battery Big sing for Clock	100 Nos
56	Pencil Battery Small for AC Remote	70 Nos
57	Knife	10 Nos
58	Alpin	10 Nos
59	Cello Tap Big Size White	05 Nos
60	Jems Clip Still	40 Pkts



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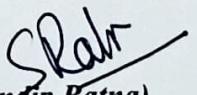
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Sl.No	Name of Items	Quantity
61	Brown Paper	300 Pcs
62	Gum 500 ML	6 Nos
63	Selling Wax	10 Nos
64	Thread Ball	40 Nos
65	Cotton Thread	2 Nos
66	Plastic Rope	12 Pcs
67	Orbit Mug 1.5 Ltr	10 Pcs
68	Bucket Small 10 Ltr.	20 Pcs
69	Toilet Bruss	10 Nos
70	Glue Stick	50 Nos
71	Note Sheet	50 Pkt's
72	Board File (RTU Logo)	300 pc's
73	Ceiling Cleaning Mop (Adjustable)	10 Pc's
74	Teacher Attendance Register	20 Nos.

  
(Dr. Sandip Ratna)

Registrar, i/c  
Rabindranath Tagore University, Hojai, Assam

Registrar *Uc*  
Rabindranath Tagore University  
Hojai (Assam)